

OFFICE OF
THE DIRECTOR

December 26, 1963

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President has asked me to transmit to you the attached directive concerning control of Federal employment. You will note that the President asks for prompt and personal action on your part, and that he plans to review each response personally.

The initial action required is an identification of new end-of-year employment targets for FY 1964 and 1965 below those allowed your agency by the President's decisions on the 1965 budget. If you have not yet been notified of that allowance, you will be advised immediately.

As guides to the preparation of your report to the President, I would suggest the following:

1. That the new targets for large agencies be broken down into subtargets for each of the major constituent parts of the agency.
2. That the targets differentiate between permanent and other employees.
3. That the new targets be achieved by methods which produce meaningful Government economies, rather than by devices of a merely statistical nature.
4. That this report be submitted to the President no later than January 10, 1964.

The form and content of the quarterly progress reports also required by the President will be the subject of a future memorandum.

Kenneth Gordon
Kenneth Gordon
Director

Attachment